

Vacancy Announcement
NATIONAL GUARD BUREAU
Arlington, Virginia

Work for the **Army National Guard Bureau** as a **Contract Specialist!** We are seeking talented, motivated individuals who are looking for a challenge and a desire to make a difference. We offer extensive training, hands-on experience, an exciting work environment, professional opportunities and the honor of being part of a team that proudly serves the nation.

Selections from this announcement will be under the **Federal Career Intern Program (FCIP)**

TITLE, SERIES, GRADE: **Contract Specialist, GS-1102-07**
 Full Potential, GS-1102-11 (at completion of program)

SALARY RANGE: **GS-1102-07 \$42,209 - \$54,875 per annum***
 GS-1102-11 \$62,467 - \$81,204 per annum*

*Salary Range: In most cases, the salary will be set at the starting end of the range.

TYPE OF APPOINTMENT: Excepted Service – Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern may be eligible for non-competitive conversion to a career or career-conditional appointment.

PROMOTION POTENTIAL: This position has promotion potential to a GS-1102-11.

VACANCY ANNOUNCEMENT NUMBER: **10-ARNG-01**

OPENING DATE: 11/05/2010
CLOSING DATE: 12/06/2010

DUTY LOCATION(S): Army National Guard Readiness Center, Arlington, Virginia.

NUMBER OF VACANCIES: 1

WHO MAY APPLY: All US Citizens

QUALIFICATION REQUIREMENT – A bachelor's degree with a major in any field

and

A. At least 24 semester hours (or 36 quarter hours) in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

B. Have a minimum overall undergraduate Grade Point Average (GPA) of 2.5 out of a possible 4.0, OR are in the top ten percent of your graduating class (regardless of GPA). NOTE: undergraduate GPA criteria do not apply if you have successfully completed a Master's Degree program.

C. Able to obtain and maintain a **SECRET** clearance. Because of this requirement, applicants will be subject to a background investigation to determine their ability to obtain and retain an security clearance. This process may include, but may not be limited to, criminal, financial and personal investigations. Job offers and/or reporting dates for applicants selected from this vacancy announcement may be delayed or rescinded based on unfavorable results from these investigations.

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume and

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supporting documentation will be made and compared against your responses to an occupational questionnaire. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position. If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, your score can and will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating.

INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM

Agreement – Applicants selected for the internship program will be required to sign an agreement which provides specific information regarding the program.

Conversion to Career/Career-Conditional Appointment – The Federal Career Intern Program is a two-year excepted service appointment. The two years is considered a trial period and continued employment is subject to meeting all requirement of the program. Competitive service status may be granted to federal career interns who successfully complete their internships and meet all qualifications, suitability, and performance requirements. Training will be provided during the internship period. If you fail to satisfactorily complete the internship, your employment will be terminated. Competitive service employees who voluntarily accept a position in the Federal Career Intern Program with no break in service and fail to complete the program for reasons unrelated to misconduct of suitability, will be placed in a career or career-conditional position at not lower grade or pay than the position they left federal service. Competitive service employees of other federal agencies are not eligible for placement rights if they fail to complete the program.

OTHER PERTINENT INFORMATION:

Relocation expenses will not be paid.

Veterans Preference: Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15. For more information, please see the Veteran's Information Guide at <http://www.opm.gov/veterans/>

Benefits: The Federal government offers a number of exceptional benefits to its employees, including health insurance, paid holidays, annual and sick leave, life insurance, a retirement program, flexible spending accounts, and more! This link provides an overview of the benefits currently offered to Federal employees: <http://www.usajobs.opm.gov/ei61.asp>

HOW TO APPLY:

Submit resume and the following **supporting documentation**:

- Transcript (an unofficial transcript is acceptable at time of application) attesting to the completion of the 24 semester hours described under the **Qualification Requirement** section of this job announcement, and
- Cover letter – If you have not yet graduated from college, please include your **expected date of graduation** in the cover letter. Also in your cover letter, please tell us **where you saw this announcement**.

CONTACT: Name: Crystal Bivens
 Phone #: 703-607-9725

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NATIONAL GUARD BUREAU
Arlington, Virginia

Send your application package to: National Guard Bureau
ARNG-HCM
Attention: Crystal Bivens
111 S. George Mason Drive
Arlington, Virginia 22204

or

Email your application package: crystal.bivens@us.army.mil

Applications must be received by 5:00 P.M. Eastern Standard Time (EST) on the closing date or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered.